

<b>Job Title:</b>	<b>Development and Special Projects Coordinator</b>
<b>Company:</b>	<b>The Envirolution, Inc.</b>
<b>Location:</b>	<b>Reno, NV- Hybrid working option</b>
<b>Reporting Relationship:</b>	<b>Executive Director</b>
<b>Classification (Exempt/Non-Exempt):</b>	<b>Exempt</b>
<b>Start Date:</b>	<b>June 2023</b>
<b>Compensation:</b>	<b>\$19-\$22/hr- 32-40 hours a week and benefits</b>

*Are you interested in growing professionally, inspiring youth, and making a lasting impact at a growing nonprofit organization?*

Join Envirolution’s expanding, innovative team as the **Development and Special Projects Coordinator**, an instrumental role in the growth of this sustainability-focused educational non-profit! The Development and Special Projects Coordinator is a great entry level position for lots of room for advancement. This position will support the growth of Envirolution by launching and supporting fundraising campaigns and initiatives, organizing fundraising events, and providing support to our growing programs through a variety of special projects. The ideal candidate for this position is **driven, detail-oriented, and dependable**, enjoys a **fast-paced, flexible environment**, wants to make a **real difference** in the community, and is looking to **grow and expand their skills!**

**Mission:** Envirolution is a 501 (c)(3) nonprofit organization dedicated to developing dynamic K-12 education, youth leadership engagement, and community outreach programs focused on energy efficiency, sustainability, and Science, Technology, Engineering, Art, and Math (STEAM) career opportunities. Established in 2007 and based in Reno, Nevada, Envirolution’s mission is to **inspire and empower the next generation of leaders and workers who will drive the growth of a sustainable economy**. Envirolution’s programs serve teachers, students, and community members throughout Nevada by providing them with the training, resources, and experiences needed to engage in quality education and workforce development focused on STEAM, sustainability, and energy efficiency.

**Position Description:** The Development and Special Projects Coordinator is an essential member of the team for this growing non-profit organization. This person will help build support and develop fundraising initiatives in order to expand The Envirolution, Inc. programs. This position will focus on development, fundraising, and event planning initiatives that support and advance Envirolution’s mission. The Development and Special Projects Coordinator will work to implement and oversee new and on-going fundraising efforts, develop and support special events, increase donor engagement, and seek new funding acquisitions. Collaborating closely with the entire Envirolution team, this person will work to expand on new and current development opportunities in order to make a stronger impact on our community.

**Fundraisers, Donor Stewardship and Recognition - 60%**

- Develop and execute a variety of fundraising campaigns that will maximize prospect/donor engagement and stewardship on time and within budget. Ie. Major giving, Recurring Donors, Legacy Giving and more
- Creates and manages a comprehensive calendar of fundraiser events and campaigns and the necessary project management task spreadsheet
- Provide concise reports to the Executive Director covering the performance of Fundraising Campaigns special events and projects.
- Oversee, plan, and further develop annual fundraisers, including the annual “Feature Our Future” fundraiser, 3rd

- party fundraising opportunities with business 4x per year, and 2-4 restaurant fundraisers per year.
- Assist with donor related events/programs as requested, including helping to prepare for meetings and/or presentations to prospective donors and corporate sponsors.
- Work with the marketing and outreach team to help communicate Envirolution's programs to the community, including the recognition of donors and program success metrics. This includes working with the Marketing and Content Coordinator on social media initiatives, press releases, fundraising/event marketing content, and updating the Envirolution website while maintaining brand identity.
- Solicit In-kind donations for event auctions, raffles, program prizes and other appreciation opportunities
- Solicit and secure event sponsorships and in-kind/cash donations to support budget and ensure revenue savings
- Responsible for tracking and mailing fundraising items- such as IGED shirts and Virtual Motor Kits
- Copywriting, editing, and support of staff executing fundraising campaigns and outbound communications with fundraising and special events
- Implementation and management of individual donor tracking, donor database, CRM and related policies and procedures

#### **Community Engagement, Networking, and Special Projects - 40%**

- Identify, attend and represent the organization at relevant community events, fundraisers, workshops, and networking opportunities by sharing all about Envirolution to create a strong and positive community presence and bring in new supporters and donors with a focus on untapped community groups ( NAACP, Latin X, youth in transition, special needs etc)
- Seek other opportunities for community partnerships, donations, and sponsors throughout the year.
- Follow up and steward any new potential donors, volunteers and partnerships and work to update, maintain and track current status and records.
- Identify philanthropic/volunteer community groups to secure speaking and demo opportunities to gain support.
- Maintain and uphold all memberships and ongoing community meetings, etc. ie: AFP
- Work with Program Managers to plan and execute Envirolution's annual Project ReCharge Celebration, Sustainability Expedition, E-Power Workshop by leading all logistics for a successful event.
- Representation at outreach events on evenings and weekends required from time to time. May include set up/break down and pre and post-event preparation and follow up

#### **Qualifications:**

- Bachelor's degree, preferably in Development/Fundraising, Marketing, Special Event Planning, Business Management, Communication, Nonprofit Management or another related field.
- 2 years of proven and measurable experience in development, event planning or related on-the-job training- preferably in the non profit sector.
- *Interpersonal skills:* Strong interpersonal skills. Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm. Commitment to excellence and high standards including commitment to Envirolution's Mission and Core Values. Ability to interact with employees at all levels.
- *Communication skills:* Excellent written and oral communication skills. Ability to communicate and deal effectively with a diverse group of internal and external parties. Engage and network with community members in a confident and outgoing manner..
- *Organizational skills:* Ability to handle and prioritize projects, deadlines, and workflows, on time and within budget. Attention to detail is a must.

**Technical requirements:**

- Strong writing skills, using a variety of mediums
- Experience with Google Docs
- Experience with Smartsheets
- Experience with or the willingness to learn about Funrasie donor platform

**Physical/Mental Demands:**

- *Physical Demands:* The essential functions of the position may require frequent sitting, repetitive use of both hands, light grasping with dominant hand, finger dexterity in both hands, near/far visual acuity, depth perception, field of vision accommodation and color vision; requires bending, walking, standing lifting/carrying of up to 40 lbs. or less, light grasping with non-dominant hand, firm/strong grasping with both hands; reaching overhead, crouching, kneeling, climbing, balancing, pushing/pulling.
- *Mental Demands:* The essential functions of the position requires the ability to read and write simple and complex material, have math skills, and the ability to perform simple and complex tasks; analyze data and accurately complete forms & records; compile information, instruct others; work with precision, follow instructions, meet time requirements, memorization, ability to recall multiple details, names, sequences and procedures; problem solving skills, and use of independent judgment.
- *Work Environment:* Work is performed inside in an office environment with moderate lighting and temperature as well as out in the community. Work may be performed outside and/or in confined areas. Work is performed using electrical devices and computer equipment. Work may be performed alone, with others, around others, and with verbal and face-to-face contact. Work may include extended days, long hours, and weekend and evening work.
- *Educational / Certificate / Licensing Requirements:* Bachelor's degree in Marketing, Business Management, or Nonprofit Management. 2 years of proven and measurable experience in marketing and development or related on-the-job training- preferably in the non profit sector.
- *Specialized Computer / Language / Software / Other Requirements:* Experience with Microsoft Windows, Word, Excel, Outlook, Internet, Google Docs / Sheets, Gmail, HTML, Adobe Suite & Mailchimp.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

**Benefits:**

This position includes 99% employer contribution medical insurance, as well as optional 401k package, vision and dental insurance. Envirolution observes 10 paid holidays annually and two weeks of paid time off accrued based on years of service. Additional professional development opportunities are offered to employees such as leadership training or other skills development for their position.

**To Apply:** Please send a resume, a 1-page cover letter, and 3 professional references to [info@envirolution.org](mailto:info@envirolution.org) - with the subject line, 'Development and Special Projects Position.'

**For more information visit** [www.envirolution.org](http://www.envirolution.org)